

Motor Vehicle Review Committee



March 27, 2012

MINUTES

Motor Vehicle Review Committee Members in attendance:

Kim Hood, Chair	Department of Administrative Services
Justin Crouch	Department of Natural Resources
Roxie Huntsman, absent	Department of Corrections
Mike McKay	Department of Public Safety
Jeff Casper for Steve McCarthy	Department of Transportation
Paul Mash	Division of Purchasing
David Rees	University of Utah
Dave Duey for Robin Erickson	Utah Clean Cities
Scott Harding	Larry H Miller

Fleet Operations and Guests in attendance:

Sam Lee	Division of Fleet Operations
Scott Bingham	Division of Fleet Operations
Brian Fay	Division of Fleet Operations

On Tuesday, March 27, 2012 the Motor Vehicle Review Committee held their regularly scheduled meeting in room 250 of the State Capitol, Salt Lake City, Utah. The meeting was called to order at 9:10 am by Chair Hood.

1. Approval of Minutes from the September 27, 2011 meeting.

MOTION: Paul Mash motioned to approve the minutes from September 27, 2011

Motion passed unanimously.

2. Open and Public Meeting Training

Sam Lee went over the Public Meeting training with the Committee Members

3. Driver Eligibility Administrative Rule Change

Sam Lee stated the purpose of this agenda item is to change the rule for the Driver Eligibility Board. We have found the Driver's License Division changes the actual coding used in the rule. Fleet Operations would like to move away from using the specific codes in the Administrative Rule to using language which would trigger someone to come before the board.

Paul Mash asked who severed on the Driver Eligibility Board. Sam Lee stated the board consists of myself, Brian Nelson from Risk Management, and Jennifer from Department of Human Services.

Dave Rees asked what types of items would the Board add to R27-3-c vii. Sam Lee stated it is just a catch all. The board would not add something that is minor it would be for something major that didn't fall under the other categories.

MOTION: Dave Rees motioned to recommend Fleet Operations move with the changes.

Motion passed unanimously.

4. Dual Rear Wheel Conversions on Full-size Vans

Scott Bingham stated over the past year Fleet Operations has worked with Risk Management to test the stability of the State's full-size passenger vans. Risk Management hired an engineer to test the stability in hard turning maneuvers. The full-size vans were tested with a single wheel axel on the rear and then tested again with the dual rear wheel axel on the full-size vans. Risk Managements expert stated the vans were much safer with the dual rear wheel conversion. Fleet Operations is currently working on converting all State owned full-size vans. Currently there are 49 full-size vans which will be converted. In 2013 16 full-size vans will be converted along with 10 ADA full-size vans.

Dave Rees asked what changes were going to be made to the tire pressure monitoring system with the conversion. The manufacturer system will only allow for five tires to be monitored. Fleet Operations will be using an aftermarket system to track the tire

pressure. Fleet Operations is working on the policies and procedures for the tire pressure monitoring system.

Dave Rees asked what the significant decrease in rollover was. Brian Nelson from Risk Management stated there are several factors which go into determining that figure. I cannot give you a canned answer. I do not have the experts report in front of me.

Dave Rees stated dual rear wheel take away from traction. We have ski teams which drive to ski resorts. Was testing done to see what would happen to traction in the snow.

David Duey asked if they were three quarter ton or one ton capacity vehicles. Scott Bingham stated the state has both.

Paul Mash asked if Risk Management was going to require non-state entities they cover to require the dual rear wheel conversion or were they going to recommend the conversion. Brian Nelson stated Risk Management is still in the information gathering stage and has not discussed the requirement for coverage.

Kim Nelson asked Brian Nelson to explain the history of full-size passenger vans and why we are looking into the conversions. Brian Nelson stated Corrections had a van roll over with inmates. Darcy Dixon Pignanelli was the Department of Administrative Services director at the time and wanted to eliminate the full-size vans from the fleet to try and save money and lives because of the high risk of rollover. Risk has since come to realize the full-size vans are needed. If these accidents happen outside of Utah we lose our liability limits. Risk Management

Chair Hood asked if there were other options for the customers instead of the full-size van. Sam Lee stated the full-size SUV would hold 9 passengers but the storage area is not the same. Chair Hood asked if there were other van options. Sam Lee stated the agencies could go to

Dave Rees stated Corrections in particular had issues with using a smaller vehicle.

Brian Nelson stated other states have raised the premiums for full-size vans and increased the deductible.

Jerry Allred from the University of Utah stated that the University has made a distinction between the 12 passenger vans and 15 passenger vans. We have removed the 15 passenger vans from our fleet. We have also implemented Sprinter vans. Brian Nelson stated the study done by Risk Managements expert was done on 12 passenger vans. NHTSA data has stated the 15 passenger data

Ed Benson with Salt Lake Community College stated SLCC has removed all 15 passenger vans from the fleet.

Barbara Young from Utah Valley University asked what the risk is when the speed increases. Brian Nelson stated one of the largest risks is when you increase speed you increase the chance of over steering and causing the back end of the van to slide which can lead to roll over. Barbara asked if removing the rear seat and then loading it up with cargo where the seat used to be still cause a risk. Brian Nelson stated yes. The dual rear wheel increases the stability of the van, even if it is fully loaded. Risk Management would rather you not fill to capacity even with the dual rear wheels.

Mike MaKay asked if once the dual rear wheel conversions have been completed will you allow the agencies to fully load the vehicles. Brian Nelson stated Risk Management is still doing studies and has not decided on allowing agencies to fully load the vehicles. Mike McKay stated the Utah State University accident did not roll over on a flat road way it rolled because the vehicle left the roadway and went down an incline and then rolled. Even a dual rear wheel vehicle in the same instance would most likely roll. Brian Nelson stated Risk Management would get back to the agencies about whether or not large passenger vans could be filled to capacity.

Scott Harding stated the dual rear wheel conversions do make the vehicles safer.

Chair Hood thanked everyone for their comments. She stated this is an important issue that all of us are concerned about conducting state business in the safest manner.

5. Publishing the Revised Full-size Van Protocol

Sam Lee stated the purpose of the agenda item is to review the revised full-size van protocol. After the USU accident a van protocol was put into place. The protocol has been in place for years with very little change. As the dual rear wheel conversions have been studied the protocol has been revised.

Chair Hood asked Sam Lee to state what Protocol meant to Fleet Operations. Sam Lee stated the Protocol is a procedure. Fleet asks our customers to follow it, but it is not in rule.

Sam Lee went over the changes to the protocol.

Chair Hood asked what options the agencies have for going out of State. Brian Nelson stated to rent the full-size van from Enterprise.

Dave Rees stated the no full-size van may be driven out of state does not work for the Higher Education institutions. We have purchased full-size vans for our programs which travel out of state. It doesn't make sense to restrict us from traveling out of state for an extra million dollars in coverage.

Dave Rees asked if the restricted driving hours were going to affect the 24 hour operations. Sam Lee stated if they had an emergency during the restricted hours they

could use the van. Dave Rees stated if their normal function is 24 hours a day and they use that vehicle during those hours. There is not a fatigue issue since that is their regular shift. Chair Hood asked if the protocol was to reduce driver fatigue. Sam Lee stated yes it was intended to stop sports teams coming back from getting fatigued while driving. Mike McKay asked if the fatigue driver could be attached to the driver not the van itself. Put a time limit on how long someone is allowed to drive per day. It is not the van that is the problem but the driver is the problem. Brian Nelson stated he didn't see a problem with adding in exclusion for 24 hour operations.

Mike McKay stated there are issues with Public Safety. Is there a reason there isn't a clause which states if the vehicle is used for emergency purposes the protocol does not apply. During SWAT operations we use our full-size vans. They are not always going to be wearing seat belts as they need to exit the vehicle quickly.

Dave Rees stated they have students with out of state licenses who drive the large passenger vans. Sam Lee stated he would be willing to add a provision if they supplied their driving record to us they could drive.

Keith Davis with Human Services stated his concern is with the minors and being able to ride in the vehicles. Brian Nelson stated part of the discussion involving the transportation of minors in full-size vans was the federal and state laws which restrict schools from using the vans to transport children. In a lawsuit someone could use that law against us transporting children. Risk management is aware Human Services needs to transport minors.

Ed Benson with SLCC stated #14 all of the storage for the vehicle is behind the vehicles not in front of the rear wheels so how are we supposed to transport the people. Brian Nelson stated it is the heavy cargo we would like put in front. He stated the protocol is a best practice. It is not in rule.

Chair Hood proposed going through the protocol and approving those points which everyone have no objection.

MOTION: Dave Rees motioned to go through all items of the protocol one by one and approve them Paul Mash seconded.

1. Drivers of full-size vans must be meet the following criteria:
 - Drivers who are over the age of 21 must not have more than 70 points on their driving record.
 - Drivers who are 18 – 21 years of age must have no moving violation and zero points on their driving record.
 - All drivers must have a Utah driver's license.
 - All drivers must be state entity employees or volunteers approved by the entity's designated official

MOTION: Dave Rees motioned to approve item one of the protocol. Paul Mash seconded.

Motion passed unanimously

2. Drivers are prohibited from operating full-size passenger vans if:
 - They have had a motor vehicle conviction for reckless driving or any drug or alcohol violation in a motor vehicle.
 - They are under the influence of alcohol or drugs, including any prescribed or over-the counter drug that impairs their ability to safely operate a vehicle.

MOTION: Dave Rees motioned to approve item two of the protocol. Paul Mash seconded.

Motion passed unanimously

3. No full-size passenger van may be driven out of the State of Utah.

Fleet Operations and Risk Management will work with customers on driving out of state.

4. Drivers must complete and the entity's risk coordinator or designee maintain documents for review by Risk Management and Fleet Management anytime during normal business hours:
 - Full-size Passenger Van Protocol
 - Full-size Passenger Van Weekly Inspection Sheet
 - Full-size Passenger Van Pre Trip Inspection and Log Sheet

Fleet Operations and Risk Management will work with customers on consolidating weekly and pre-trip log.

5. Drivers of full-size passenger vans must have prior experience and must complete the van training provided by the Division of Fleet Operations before operating any full-size passenger van . Full-size passenger van drivers are required to renew Fleet approved training every two (2) years. "Prior experience" is defined as having "hands-on" experience operating a full-size passenger van. (Contact the Division of Fleet Operations at (801) 965-4194 for more information).
6. Drivers must be familiar with the location and use of the following vehicle features before operating the vehicle: windshield wipers, head lamps, turn signals, hazard lights, cruise control, and other operational controls.

MOTION: Dave Rees motioned to approved items five and six of the van protocol. Paul Mash seconded.

Motion passed unanimously

7. Full-size passenger vans must not contain more than nine (9) occupants, including the driver.

Risk Management will come up with exceptions.

8. All occupants must wear seat belts while the van is in operation. The van driver must ensure that each passenger is seat belted at all times while the vehicle is in operation.

MOTION: Dave Rees motioned to approve item eight of the protocol. Paul Mash seconded.

Motion passed unanimously

9. The driver of any full-size passenger van may not operate the vehicle between 1:00 a.m. and 5:00 a.m. The only exception to this rule is when the State vehicle is used in emergency functions.

Work with customers to exclude 24-hour operations.

10. Total driving time for full-size passenger vans must not exceed 12 hours in a 24-hour period irrespective of the number of drivers for the van. All drivers are encouraged to take a break every two hours.

Work with customers to bring back more information.

11. Only full-size passenger vans with Risk Management approved rear dual rear wheel conversions may be used to transport anyone under the age of 18 at any time and for any purpose.

Work with customers to bring back more information.

12. No driver of a full-size passenger van shall drive more than 65 miles per hour on any road or highway, irrespective of the posted speed limit.

13. No cell phone use, including hands free use of a cell phone, texting, CB, or two-way radio use is allowed by the driver while operating a full-size passenger van. In addition, no other distracting activity such as eating, drinking, or other non-driving activities are allowed while operating a full-size passenger van.

14. No baggage cargo may be carried on the roof of any full-size passenger van. Drivers should place heavy cargo in front of the rear wheels to better distribute the weight in the vehicle.

MOTION: Dave Rees motioned to approve items twelve, thirteen, and fourteen of the protocol. Paul Mash seconded.

Motion to adjourn 11:06 am by Dave Rees